

## **Questions on Special Needs Project Coordination and Training, CCFC-6916**

Revised 10/3/03

1. What level of detail is required for billing of contractor services to First 5? Please provide an example.

**Answer: Please see Exhibit B, item 1 B.**

2. Exactly how does the formula on page 37 work? Please provide an example.

**Answer: The lowest cost will be awarded 50 points, and each cost above that will receive lesser points based on the formula in the RFP. The purpose of this exercise is to rate the proposers awarding the proposer with the lowest cost the most points in order to foster competition to help ensure that the CCFC gets the best rates.**

Points from Phase I	Cost Analysis	Total Points
	<u>Lowest Price Bid</u> x 50 This Price	
Proposal #1 - 90	<u>245,000</u> x 50 = 50 245,000	90 <u>+50</u> 140
Proposal #2 - 95	<u>245,000</u> x 50 = 49.8 246,000	95 <u>+49.8</u> 144.8
Proposal #3 - 96	<u>245,000</u> x 50 = 43.8 280,000	96 <u>+43.8</u> 139.8
Proposal #4 - 98	<u>245,000</u> x 50 = 40.8 300,000	98 <u>+40.8</u> 138.8

3. Can a single organization be involved as a subcontractor in more than one application?

**Answer: Yes.**

4. Will the Demonstration Sites provide travel funds or should they be included in the Special Needs Project budget for items such as Demonstration Site attendance at any face-to-face group trainings, the networking meetings, etc.?

**Answer: Advisory meetings held by the contractor and all travel costs incurred by the contractor and its subcontractors will be paid by the contractor. Other meetings such as statewide network meetings and trainings and travel for Demonstration Sites should be paid by the demo sites.**

5. Can Advisory Group meetings be held by telephone/online conference or must they all be face-to-face?

***Answer: Face to face meetings are required for the first six months then telephone/online conferences may be used alternately with face-to-face meetings.***

6. Do the Demonstration Sites pay their own travel costs to attend Networking or other meetings and any group training?

***Answer: Please refer to question #4.***

7. Can indirect costs be charged as an independent line item on the cost proposal form? If not, how should indirect costs be included/reflected?

***Answer: For purposes of this RFP the Attachment 3, Cost Proposal Worksheet, reflects the minimum level of detail for the budget. If a contractor wanted to provide more detail that would be acceptable.***

8. What is the dollar definition for "equipment?" Should we use the Federal definition of \$5,000 per item?

***Answer: CCFC has no dollar definition of equipment per se. For purposes of this RFP, any equipment purchased over \$1,000 requires prior written approval from CCFC.***

9. Is the contractor required to produce and/or disseminate written deliverables such as the training resource guide or training curricula?

***Answer: Yes and please see Exhibit E on page 54 of the RFP regarding copyright.***

10. Do any of the written deliverables need to be provided in any language other than English?

***Answer: Yes, if they are for the community, we will require key deliverables in English, Spanish, Chinese, Korean, and Vietnamese. If any demonstration site has other significant population groups, we may require key materials in up to three additional languages. No if they are for training purposes for demo sites and First 5 County Commissions.***

11. What level of detail is required on the Cost Proposal Worksheet? Can we use an unlimited number of pages to provide this detail?

***Answer: The cost proposal worksheet contains the minimum level of acceptable detail. The worksheet should be used as a guide; various other line items may be added as the contractor deems necessary, but CCFC would expect that most cost items be grouped into various categories. Numerous pages may be used to list all***

**staff, subcontractors, etc. Of course, the successful contractor must be able to provide upon request details to substantiate cost appearing on invoices.**

12. Is the contractor allowed to invoice for actual work performed, as outlined in Exhibit B, page 47, or according to the “deliverable schedule” cited on page 28?

**Answer: Yes, both are true. Progress payments will be allowed, with a provision added to the contract that will require a 10% withhold. Ongoing cost will be paid monthly in arrears. After the successful bidder is determined, First 5 CCFC will expect the contractor to develop a payment schedule that will be based on tangible deliverables and ongoing costs.**

13. Is there a page limit for Scope of Work or Personnel?

**Answer: Personnel page limits are found on Page 29. There are no page limits for scope of work; however work plan page limits are found on Page 27. Also refer to question #27.**

14. Do the work samples become part of an Appendix?

**Answer: Yes.**

15. County Commissions are referenced several times throughout the RFP. Please provide additional information about the functioning of these commissions.

**Answer: Refer to the First 5 CCFC website, [www.ccfc.ca.gov](http://www.ccfc.ca.gov), which has county commissions listed with their priorities, etc.**

16. By June 2004, criteria are to be developed for selecting demonstration sites. Can additional information be provided about the expectations for these sites (to be dispersed geographically, to include rural/urban representation, etc.)?

**Answer: Yes. The contractor will develop criteria in conjunction with the advisory committee and CCFC.**

17. Has the contract been awarded (or RFP disseminated) for the contractor of the Program Evaluation component of the program?

**Answer: See page 7 of the RFP. The First 5 Statewide Evaluation contractor will be the evaluator for this project.**

18. Please discuss expectations for activities to interface with previously existing programs and services (e.g., Early Start, Head Start, County Commissions, Mental Health's Preschool and Family MH Initiative, Regional Center services through the Department of Developmental Services, local and state Child Find efforts, etc.).

***Answer: Activities are outlined in the RFP for the statewide coordination and training contractor and are considered part of the contractor's responsibility to assist the local demo sites with determining the necessary interface with other child serving organizations in their community. First 5 funding may supplement not supplant other funds; therefore, both fiscal and service coordination are required.***

19. Please discuss expectations for collaborating with local education agencies and higher education.

***Answer: Page 22 of the RFP discusses one example of the work with local community colleges and other local entities relating to the inclusion emphasis area. The demonstration sites are part of the School Readiness Initiative, which is always engaged in collaboration with local education agencies. Please refer to the First 5 website, [www.ccfc.ca.gov](http://www.ccfc.ca.gov), for more information on the School Readiness Initiative.***

20. The Scope of Work (1.b, page 17) refers to methods to assess the effectiveness of screening tools and strategies. Please discuss CCFC's views on measurement criteria for screening tool effectiveness (i.e., eligibility, program design, resource allocation, referral, etc.).

***Answer: Assessing children in the earliest years of life---from birth up to age 8 ---is difficult because it is the period when children's rates of physical, emotional/social, motor, and linguistic development outpace growth rates at all other stages. Because young children grow and learn at rates different from older children, assessment tools must be tailored accordingly. The following principles should act as a guide to measure the effectiveness of assessment processes and assessment tools:***

- Assessment tools should be tailored to a specific purpose and should be reliable, valid, and fair for that purpose.***
- Assessment processes and tools should be culturally and linguistically appropriate.***
- Assessment processes and tools should be age-appropriate in both content and the method of data collection.***
- Assessment processes and tools should be adaptable for children with disabilities and/or other special needs.***
- Assessment processes and tools should take into account contextual influences.***
- Parents should be a source of assessment information.***
- Assessment processes and tools should be feasible (fiscally, human resources, time, etc.)***

21. If a proposal involves a joint venture arrangement, are entities other than the single payee considered subcontractors (e.g., for CCFC approval process, budgeting, etc.).

**Answer: Yes. For purposes of liability, each party of the joint venture will be jointly and severally responsible. (Revised 10/2/03)**

22. Is DVBE participation required? If so, at what level?

**Answer: Yes. Three percent. Please see RFP page 39 and access the website listed: [www.pd.dgs.ca.gov/dvbe/default.htm](http://www.pd.dgs.ca.gov/dvbe/default.htm).**

### **Questions Received at the Bidders' Conference, 9/22/03**

23. Is the purpose of the evaluation to: 1) evaluate the effectiveness of the TA/training/coordination or 2) evaluate the outcomes in the community or 3) provide data to the state evaluator for outcome evaluation?

**Answer: The evaluation design will incorporate all three components. The overarching goal of the Special Needs Project evaluation is to evaluate the outcomes in the community. This will be the main focus of the evaluation. The Special Needs Project Coordination and Training contractor will work with and support the evaluation contractor to implement the evaluation design so that data collected by each of the demonstration sites is consistent.**

**Additionally, the project evaluation will include looking at the effectiveness of the Coordination and TA/Training Contractor. The contractor will do a self-evaluation. There will also be training evaluations completed by demonstration site personnel and other project participants at the time of training. The continued application of training skills and knowledge, its effectiveness and TA support will also be evaluated by the Coordination and Training contractor throughout the duration of the contract.**

24. How will the demonstration sites be selected? Who does the actual selection?

**Answer: The Contractor in concert with First 5 California, County Commissions and the evaluation contractor will provide recommendations for refining the demonstration site framework (such as establishing program standards/criteria/specifications). First 5 CCFC (state level) will select/award and fund the demonstration sites based on the framework and criteria. RFP page 19 1.d.**

25. Does the Commission place a greater emphasis on best practices in assessment vs. intervention?

**Answer: First 5 CCFC considers all of the project components/emphasis areas to be of equal importance. Please refer to the outcomes chart for each emphasis area on pages 12 – 15 in the RFP.**

26. Is there an expectation that the members of the Advisory Group will receive some honorarium or stipend?

**Answer: At most, participants in the advisory group will be reimbursed for travel and expenses of travel (per diem).**

27. This is a follow up to question #13 on the original Q and A handout. Is the page limit on the personnel section related to resumes only?

**Answer: There is not a page limit on the personnel section per se. Resumes are two pages each for proposer's staff and major subcontractors. The proposal must include resumes of each major subcontract participant not to exceed two pages per person (see page 29 for subcontractors, consultants, expert advisors, and/or partners). Also, a listing of at least three references is required (see pages 25 and 28) for the contractor and each subcontractor doing more than 10 percent of the work. The proposal must also include a description, limited to 5 pages (p. 27.3.a.) of corporate qualifications and experience.**

28. For the demonstration sites, is the Commission expecting the contractor to ensure the consistent use of best practices over time?

**Answer: The RFP includes expected long-term project outcomes by emphasis area in the chart on pages 12 – 15. This provides a framework/uniformity for the demonstration sites in all emphasis areas. Demonstration sites may have varying strategies for making improvements over time. The Special Needs Coordination and Training Contractor is to work with them on best practices, bring to their attention promising practices, and help the sites implement and document these practices over time.**

29. When using the term screening and assessment, can you define the depth for the type of assessment? RFP pages 9, 12 and 17-19.

**Answer: The description of the project emphasis area for universal access to and improved utilization of screening/assessment for early identification, diagnosis and referrals for physical and developmental disabilities, social/emotional/behavioral problems and other special needs can be found on page 9.**

**The chart on page 12 of the RFP includes project outcomes for effective comprehensive early and periodic screenings/assessments. Recognize that there is a continuum of screening with community participation and in many communities there may be existing services for screening. On page 18, Deliverable 1 discusses the draft protocol that outlines the continuum, with some overlap, in four areas, including the development of appropriate referral processes and linkages for in-depth assessment.**

30. Item 5.c. Can the “work plan exhibit a partnership of diverse and appropriate service organizations/agencies” through retention of individual expert consultants? RFP page 36.

**Answer: The proposer/primary contractor determines how to allocate in-house or outside experts to meet deliverables and may contract with individuals as expert consultants rather than other organizations. The proposer could use individuals.**

- **Proposers are expected to have individual or agency subcontractors meet personnel qualifications.**
- **Proposers will also be expected to have a real commitment from individual expert consultants to work on the project for the duration of the project.**
- **Proposers must consider the minimum qualifications for experience and expertise/subject matter knowledge that apply to the contractor and subcontractors.**
- **Proposers must meet the RFP specifications for the documentation and reporting of the training requests on page 21 (1.g. Deliverable 4).**
- **For technical assistance the contractor is expected to use expertise from local institutions and organizations to the greatest possible extent (page 34)**

31. Will the demo sites have funding to cover costs of training or will all costs be the responsibility of the contractor?

**Answer: The contractor is responsible for the demonstration site learning collaborative and direct training to project key personnel. However, the demonstration site trainings for direct service providers will be the responsibility of the demonstration sites. Example: Parent training and preschool/child care provider training in demonstration site communities will be funded by the demonstration sites. The RFP does mention use of existing training entities to the extent possible.**

32. With regards to the emphasis area of “Evaluation”, some of the activities overlap (or may overlap) with the Project Evaluation contractor activities. Will there be explicit guidance on the differences in deliverables? For example, the training resource, dissemination of lessons learned, etc. RFP page 19.e.

**Answer: The Special Needs Coordination and Training Contractor will document effective practices in a practitioner friendly way to foster replication in the field. The evaluation contractor responsibility is to do the research study that shows effectiveness of the Special Needs Project.**

33. You mentioned three items that needed to be consistent as far as staffing allocation and cost. Could you please review this? Does the amount of staff time per deliverable need to be in the work plan?

**Answer: Yes. The amount of staff time per each deliverable (contractor and subcontractors) must be in the work plan. Refer to the work plan description on page 28 of the RFP for details about necessary staffing allocation and cost items. Please note that on page 29 of the RFP we specify responsibilities related to the**

**subcontractors' responsibilities. Also on page 30 of the RFP we highlight the requirement for additional information needed for the specific breakdown as to the subcontractor rates when the contract is awarded. Attachment 3 is the cost proposal work sheet, which provides preliminary information and asks for the subcontractor/s total costs. The cost proposal will be added upon award of the agreement (page 49 of the RFP)**

34. "Contractor is to convene an advisory group" with 10 members, including State Department of Mental Health (DMH). Should this not explicitly include at least one individual who participated in the Infant, Preschool and Family Mental Health Initiative (IPFMHI)? Example, a county coordinator in one of the eight counties or an IPFMHI contractor?

**Answer: Not necessarily, however it is the expectation that the state agency representative on the advisory group would be the person with the knowledge and responsibility for the early childhood special needs programs in that state agency.**

35. Will universities and other educational institutions be required to agree to the same terms and conditions as those firms in the private sector?

**Answer: Yes. The General Terms and Conditions (GTC) 103, revised 1/1/03, located on the Department of General Services website [www.ols.dgs.ca.gov](http://www.ols.dgs.ca.gov) under Standard Language and additional terms contained in the sample contract in the RFP will apply to all potential bidders.**

36. Will all participants including educational institutions be responsible for meeting all Disabled Veterans Business Enterprise requirements as contained in this bid document?

**Answer: Yes.**

37. On p. 26, the proposed date for termination of the agreement is December 31, 2008, but on p. 56, the Final Program Evaluation Report is due to CCFC on October 15, 2008, implying an ending date more like July or August 31, 2008. Would you please clarify for us?

**Answer: The Final Program Evaluation is scheduled for October 15, 2008, to capture nearly five years of project activity and outcomes yet allow the contractor time and resources within the contract period to produce the report. Activities and any additional outcomes generated during the final months of the project will be reported in the final interim status report.**